

YORK COUNTY REGISTER OF WILLS

VIDEO CONFERENCING PROCESS FOR VIRTUAL PROBATE PROCEEDINGS BEFORE THE REGISTER OF WILLS AS AUTHORIZED BY ADMINISTRATIVE ORDER OF THE PRESIDENT JUDGE AND EMERGENCY ORDER OF THE PA SUPREME COURT

At his discretion, the Register of Wills or his staff is authorized, but not required, to use video conferencing and other technology to assist in the issuance of Probating and Granting Letters. This is not a guaranteed service and will be decided on a case by case basis. The petitioner must have the ability to scan, e-mail, and print documents and have any technology to accept and communicate by video call, such as a smartphone or personal computer. York County Register of Wills uses Cisco Webex Meetings technology.

In order to proceed by video conferencing, the following steps must be taken:

1. Before an estate is deemed an emergency and requires video conferencing, a phone call to the Register of Wills Office (717-771-9607) shall be placed by the petitioning attorney or the petitioner for the pro se estate. This phone call will determine if the probate can wait or shall proceed by video conferencing.
2. In order to proceed by video conferencing, the following documents shall be transmitted electronically in advance of scheduling a Virtual Probate Proceeding:
 - a. Completed Probate Petition (second page should not be signed)
 - b. Copy of the decedent's Will, if one exists
 - c. Copy of Death Certificate
 - d. Any other documents necessary to open the estate
 - e. Photo ID of those taking oaths
 - f. Email addresses for attorney and petitioner.
3. Once documents are received, they will be carefully reviewed and determined if all documents are accurate to complete the estate and proceed to virtual probate proceeding. The Register of Wills, Chief Deputy or Clerk will contact the attorney or petitioner with the determination, and proposed time and date of virtual probate proceeding. The video conference appointment via Cisco Webex Meeting will be emailed to the attorney and petitioner.
4. During virtual probate, both attorney and petitioner must participate. Petitioner must show identification and all other documentation that was previously submitted. Petitioner must also be able to orient their camera so that it is possible for the clerk to view the person and documents as they take their oath and sign the petition.
5. After virtual probate, send the original will, the original death certificate, the signed original petition, any other documents noted during the video conference, and payment for Probate Fees by mail to the Register's office or deliver to the Register's drop box located inside the main entrance of the York County Judicial Center. Documents placed in the drop box should be sealed in a mailing envelope, addressed to the Register of Wills, and marked with return address. Payment should be remitted by check or money order. No additional service fee will be charged during the declared emergency.
6. After a full and final review of the physical documents, and assuming all are in order, the Letters, Short Certificates and associated documents will be issued and mailed to the attorney or petitioner.

**Bryan K. Tate, Register of Wills
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